



G. Marsten Dame Marina Seasonal Dockage Waiting List Policy

Overview:

The Harbormaster will manage the various Waiting Lists for seasonal dockage at the Marina, under the authority of the Village of Northport Waterfront Committee. The Waterfront Committee, with final approval of the Village Council, will establish fees, policies, and guidelines for managing the Waiting Lists.

Northport Marina will maintain three Waiting Lists corresponding to the physical length of available dockage in the marina:

- 32-Foot (for boats up to and including 32' LOD)
- 42-Foot (for boats up to and including 42' LOD)
- 60-Foot (for boats up to and including 60' LOD)

Definitions:

- Applicant - Initially, "applicant" refers to the person(s) making application to be placed on a Waiting List(s) for seasonal dockage. Once the application is accepted and the name(s) are added to the Waiting List(s), the term "applicant" refers to the name(s) on the Waiting Lists making application for seasonal dockage. The names on the seasonal dockage contract MUST match the name(s) on the boat registration at the time seasonal dockage is offered.
- Fee - The dollar fee required to make initial application and annual renewal for the selected Waiting List(s). Fees are NON-REFUNDABLE.
- Length-Overall (LOA) - LOA shall be understood to mean the "Overall length of a boat, together with any fore or aft protrusions including, but not limited to: bowsprit, bow pulpit, stern pulpit, anchors or mounts, swim platform, dinghy davits, rudder, outboard motors, outdrives, fishing equipment, and the like".
- Length-On-Deck (LOD) - LOD shall be understood to mean the "Physical length of a boat's hull from the bow to the stern, excluding any fore or aft protrusions (see LOA)".
- Seasonal Dockage - A seasonal slip in the Marina, available for use by seasonal slip holders between May 15th and October 31st of each year, for which an annual dockage fee is paid.
- Waiting List - One of the three lists maintained by the Village of Northport with applicants ordered by the date the initial application was received by the Village (or the date of forfeiture of position due to second refusal of seasonal dockage). Lists are maintained in a First-In-First-Out (FIFO) queue.

Management Guidelines:

1. A non-refundable fee of \$25.00 per Waiting List is required to accompany a written application for inclusion on the Waiting List(s). The application shall indicate which list(s) the applicant wishes to be included on, the size of the proposed boat, and sufficient information about the applicant to provide for contacting in the event seasonal dockage becomes available and for annual renewal invoicing. An email address is required for annual invoicing and contact purposes. It is the responsibility of the applicant to maintain accurate contact information with the Village of Northport for the Waiting List(s).
2. An annual non-refundable renewal fee of \$25.00 per Waiting List is required to retain the applicant's position on the indicated Waiting List(s). Annual invoicing shall be made in January of each year, via electronic mail (email) to the address on file, and shall be due in full on or before March 1st. Failure to receive the annual renewal fee by the due date shall result in removal from the Waiting List(s).
3. It is the responsibility of the applicant to maintain accurate contact information with the Village of Northport. Every effort will be made to contact the applicant for (1) annual renewal and (2) in the event of seasonal dockage availability (via email, phone, and/or physical mailing address provided by the applicant). If no response is received in either event, the applicant will be removed from the Waiting List(s).
4. The date of inclusion on the indicated Waiting List(s) shall be the date the application and fee are received and accepted by the Village of Northport, not the date signed by the applicant.
5. Upon availability of seasonal dockage, the applicant at the top of the respective Waiting List will be made an offer. Once successfully contacted, an applicant has 5 business days to verbally accept the offer. If that offer is rejected, the offer will be subsequently made to the applicant in second position on the Waiting List, and so on until the dockage is secured. An applicant may refuse an offer ONE TIME ONLY and retain their position on the Waiting List. If the applicant refuses an offer a second time, their name will be dropped to the bottom of the list and their Waiting List date will become the date of the second refusal. (Per Village of Northport Council Resolution No. 9 of 2018, dated 7/12/18.) An offer for seasonal dockage does not refer to per-year or per-season. There are no exceptions for refusal of an offer, including but not limited to: applicant doesn't own a boat, dockage offered exceeds length of boat, or inability to pay seasonal dockage fee.
6. Upon offer of seasonal dockage, the name(s) on an applicant's boat's registration must match the name(s) on the seasonal dockage contract. The LOD of the applicant's boat must be no longer than the physical length of the offered dockage. No boat will be permitted whose LOD exceeds the physical length of the dockage. At the discretion of the Harbormaster, a boat with LOA longer than the physical dockage may be permitted, under the condition that any fore or aft protrusions do not pose a safety threat on the docks or in the fairway.
7. Upon verbal acceptance of an offer for seasonal dockage, the applicant must sign and return the seasonal dockage contract with a \$100 NON-REFUNDABLE deposit within 15 days. Full payment is due within 45 days of the date of the offer or the offer is rescinded.
8. Positions on Waiting Lists are not transferable from one list to another or from one person to another.

9. If seasonal dockage is offered, neither the initial application fee nor the combined annual renewal fees shall be applied toward the annual dockage fee.
10. It is the responsibility of the Harbormaster to maintain accurate records including initial application and renewal documents, applicant names and current contact information (as provided by applicant), proposed boat information, position on the Waiting List(s), offer dates, refusal dates, and offer acceptance dates and should be prepared to justify any applicant's position on the Waiting List(s) and any offers extended.
11. Acceptance by the Village of Northport of the Waiting List application and required fees constitutes placement on the Waiting List(s) only and is in no way a guarantee that seasonal dockage will be offered to the applicant at any time in the future, nor does it constitute an agreement for seasonal dockage either expressed or implied.
12. The Village of Northport reserves the right to amend the fees, policies, and guidelines relating to any part of the Marina and the Waiting Lists as, from time to time, it deems necessary for the smooth and efficient management of the Marina. The applicant is subject to all such changes effected by the Village of Northport.